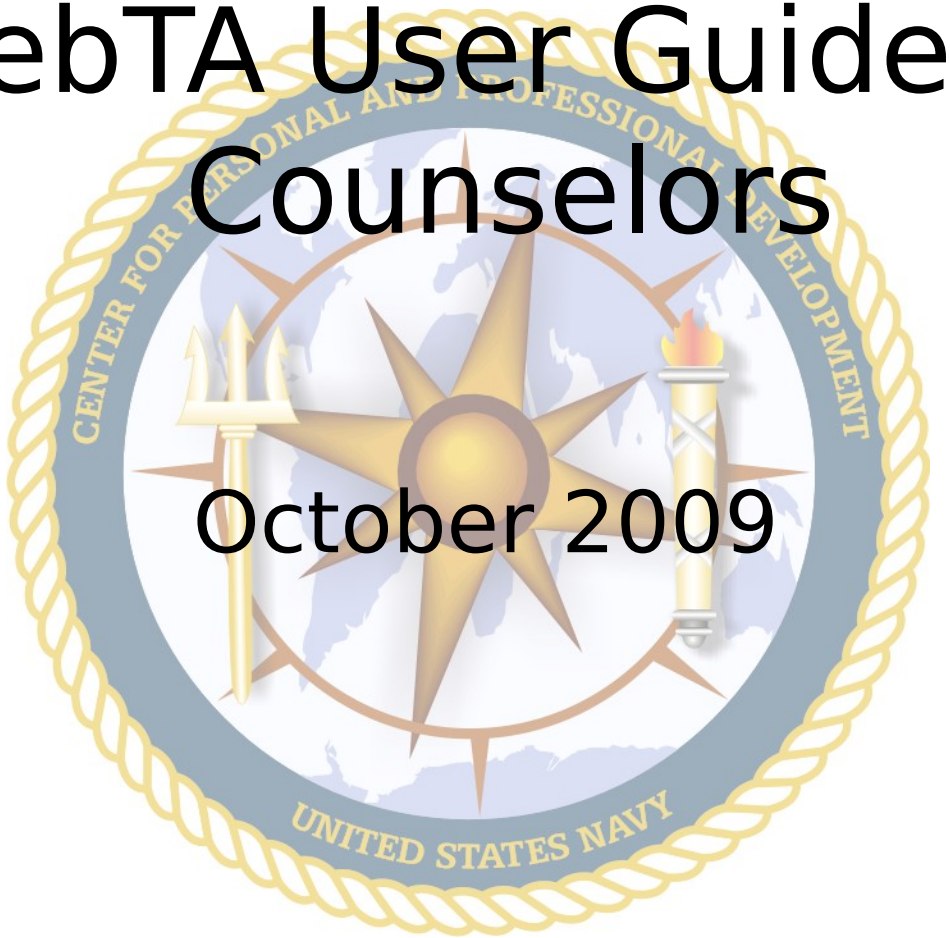
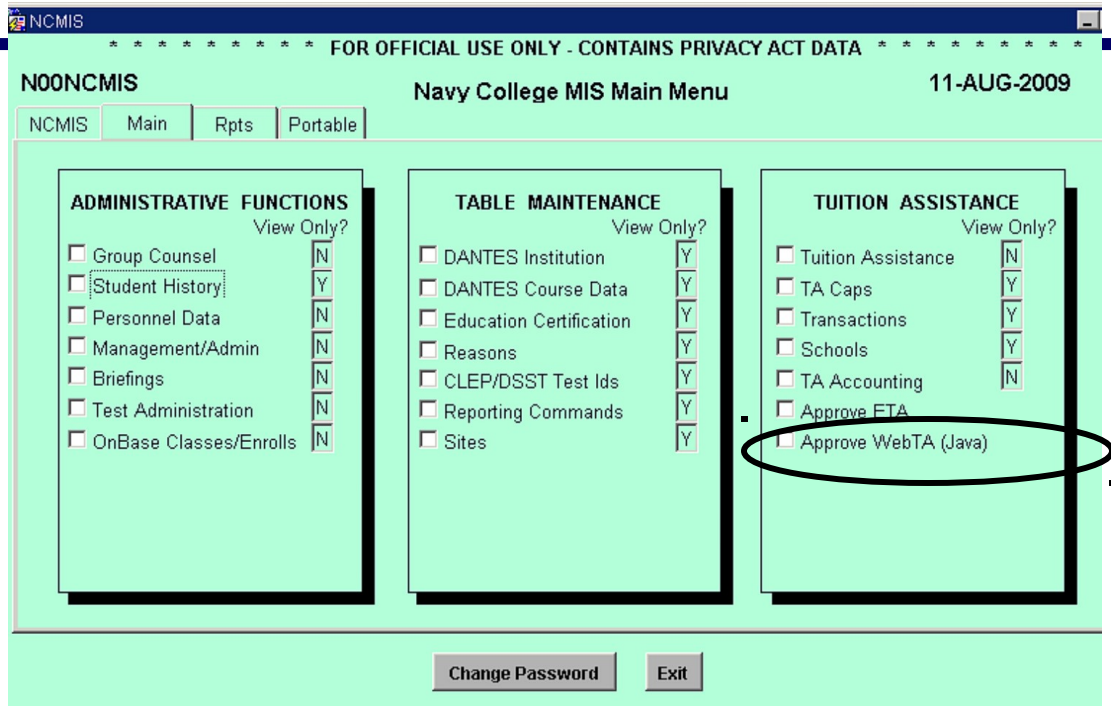
WebTA User Guide for Counselors



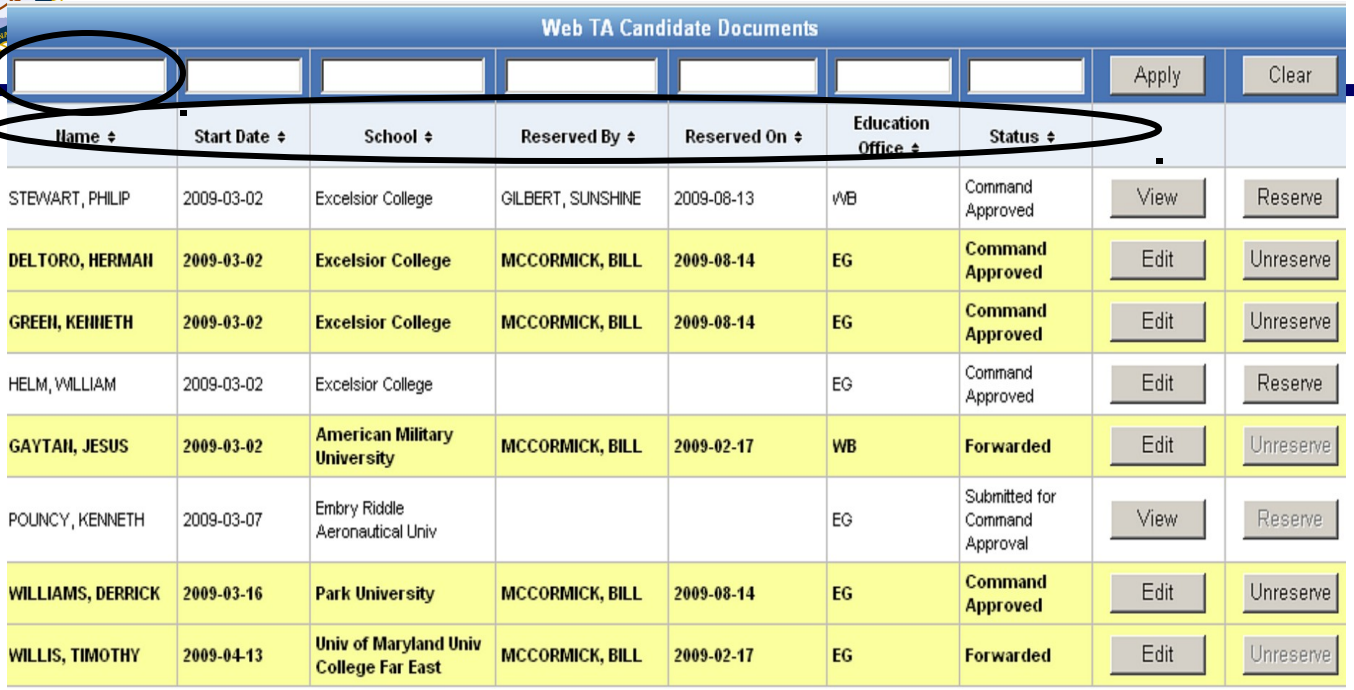
October 2009

Education Office



- Education Office can approve and/or edit Web TA documents by selecting “Approve WebTA (Java)” on the Main Menu of NCMIS

Education Office

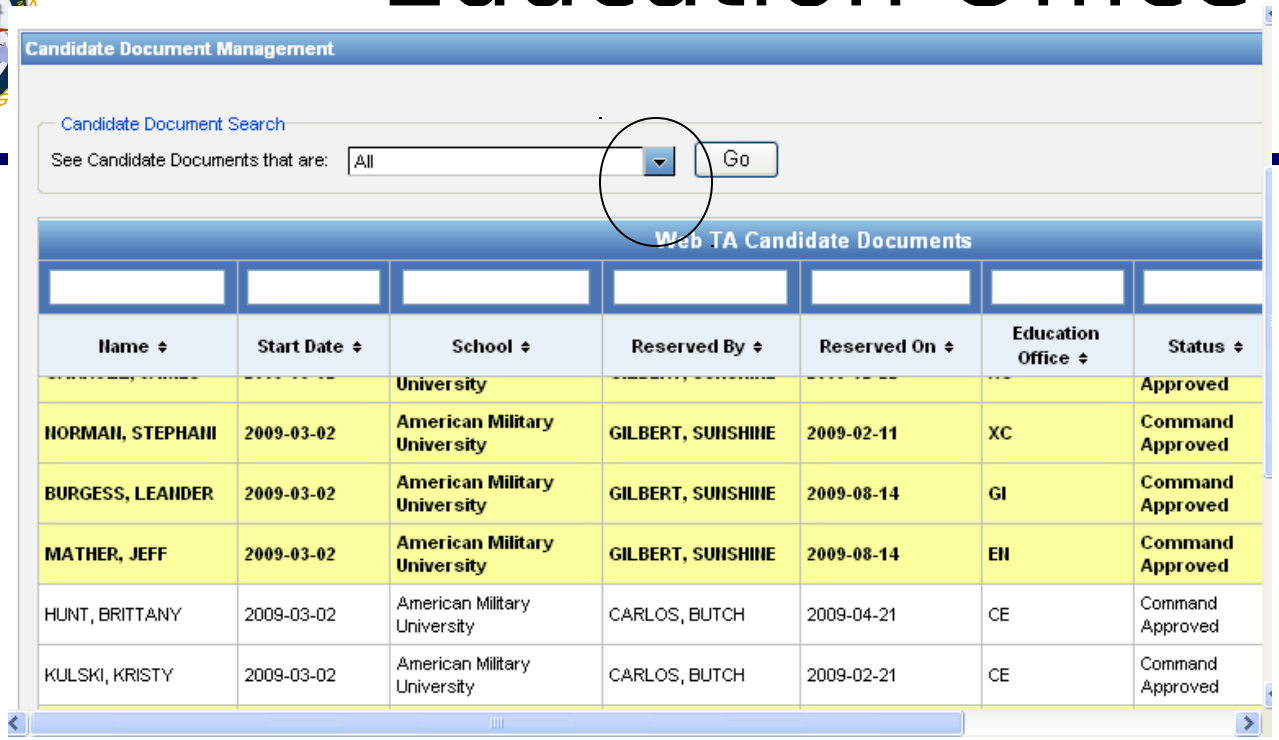


Web TA Candidate Documents

							Apply	Clear
Name	Start Date	School	Reserved By	Reserved On	Education Office	Status		
STEWART, PHILIP	2009-03-02	Excelsior College	GILBERT, SUNSHINE	2009-08-13	WB	Command Approved	View	Reserve
DELTORO, HERMAN	**2009-03-02**	**Excelsior College**	**MCCORMICK, BILL**	**2009-08-14**	**EG**	**Command Approved**	Edit	Unreserve
GREEN, KENNETH	**2009-03-02**	**Excelsior College**	**MCCORMICK, BILL**	**2009-08-14**	**EG**	**Command Approved**	Edit	Unreserve
HELM, WILLIAM	2009-03-02	Excelsior College			EG	Command Approved	Edit	Reserve
GAYTAN, JESUS	**2009-03-02**	**American Military University**	**MCCORMICK, BILL**	**2009-02-17**	**WB**	**Forwarded**	Edit	Unreserve
POUNCY, KENNETH	2009-03-07	Embry Riddle Aeronautical Univ			EG	Submitted for Command Approval	View	Reserve
WILLIAMS, DERRICK	**2009-03-16**	**Park University**	**MCCORMICK, BILL**	**2009-08-14**	**EG**	**Command Approved**	Edit	Unreserve
WILLIS, TIMOTHY	**2009-04-13**	**Univ of Maryland Univ College Far East**	**MCCORMICK, BILL**	**2009-02-17**	**EG**	**Forwarded**	Edit	Unreserve

- User is able to sort the columns by selecting the column titles
- Blank boxes above the columns, allow the user to filter the data

Education Office



- Click drop down arrow to select document types options
  - My Reserved (reserved by Education Office for editing)
  - Submitted for Command Approval (student submitted TA doc)
  - Command Approval (Command has approval TA doc)
  - Forwarded (Education Office/Electronic Signature)
  - All

Education Office
My Reserved

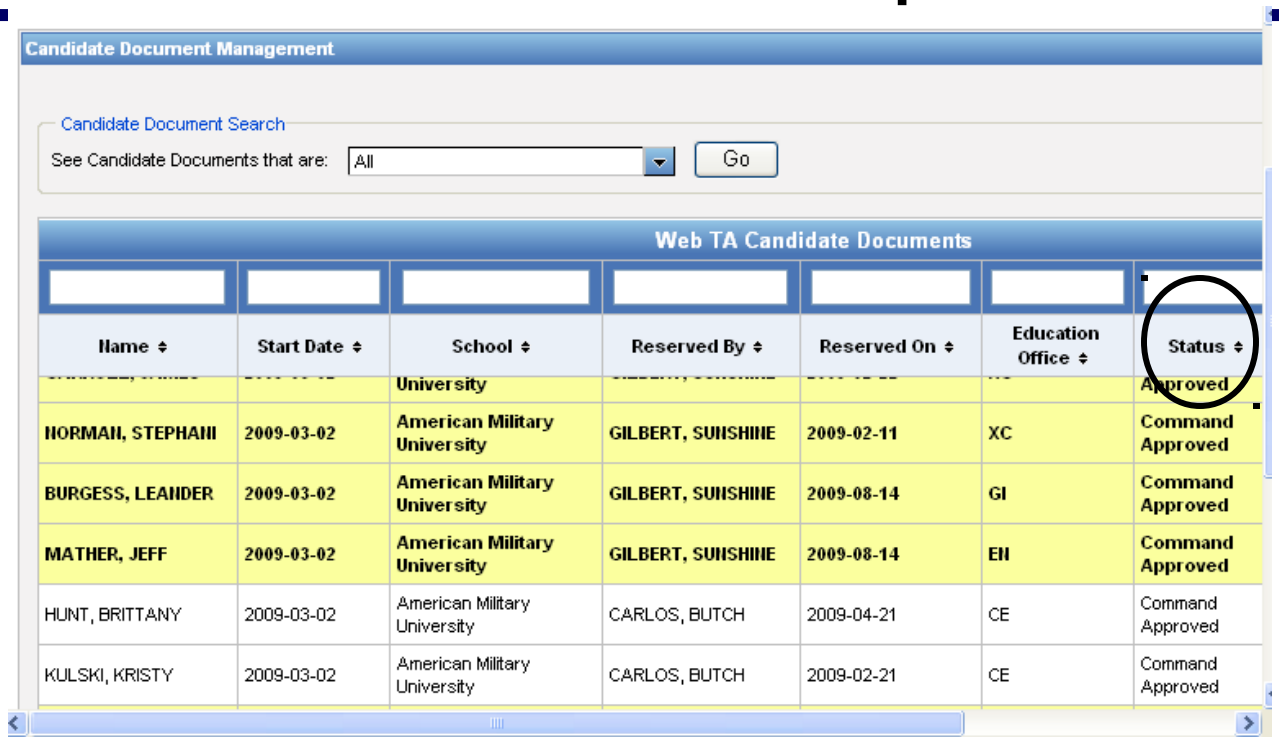
Web TA Candidate Documents

Apply | Clear

Name	Start Date	School	Reserved By	Reserved On	Education Office	Status		
STEWART, PHILIP	2009-03-02	Excelsior College	GILBERT, SUNSHINE	2009-08-13	WB	Command Approved	View	Reserve
DELTORO, HERMAN	**2009-03-02**	**Excelsior College**	**MCCORMICK, BILL**	**2009-08-14**	**EG**	**Command Approved**	Edit	Unreserve
GREEN, KENNETH	**2009-03-02**	**Excelsior College**	**MCCORMICK, BILL**	**2009-08-14**	**EG**	**Command Approved**	Edit	Unreserve
HELM, WILLIAM	2009-03-02	Excelsior College			EG	Command Approved	Edit	Reserve
GAYTAN, JESUS	**2009-03-02**	**American Military University**	**MCCORMICK, BILL**	**2009-02-17**	**WB**	**Forwarded**	Edit	Unreserve
POUNCY, KENNETH	2009-03-07	Embry Riddle Aeronautical Univ			EG	Submitted for Command Approval	View	Reserve
WILLIAMS, DERRICK	**2009-03-16**	**Park University**	**MCCORMICK, BILL**	**2009-08-14**	**EG**	**Command Approved**	Edit	Unreserve
WILLIS, TIMOTHY	**2009-04-13**	**Univ of Maryland Univ College Far East**	**MCCORMICK, BILL**	**2009-02-17**	**EG**	**Forwarded**	Edit	Unreserve

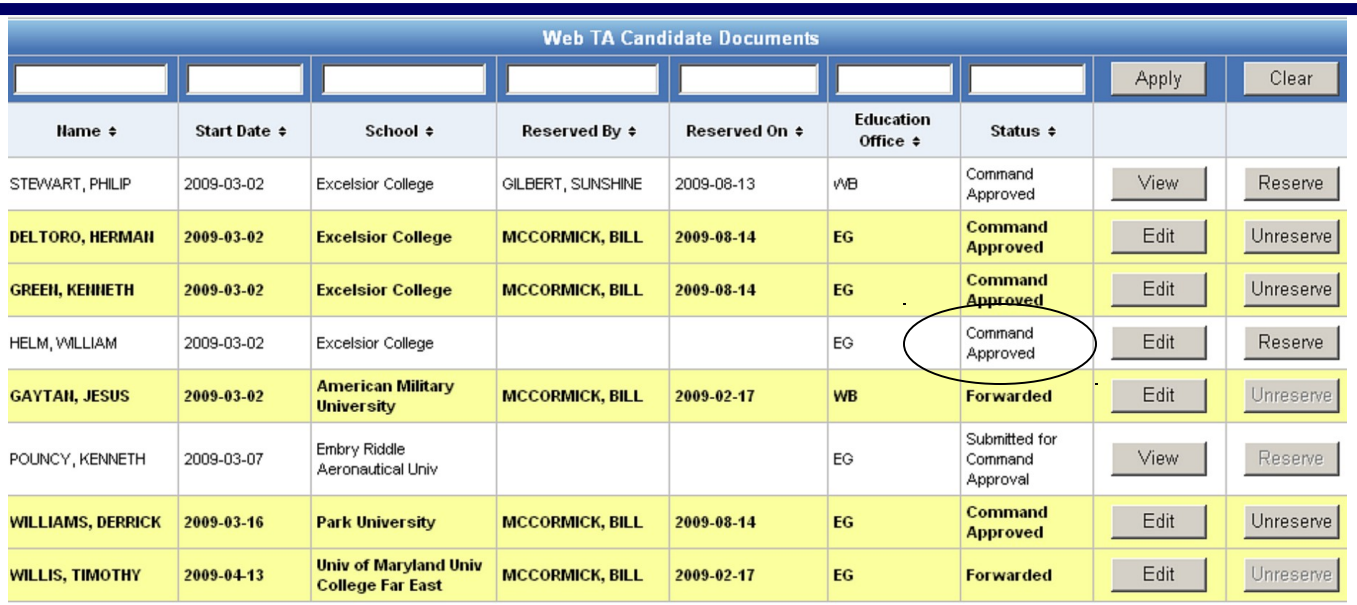
- Yellow higlighted items are documents you have reserved
- Any user with edit privilege can edit a document reserved by a prior editor

Education Office Status Options



- Submitted for Command Approval
- Command Approval
- Forwarded

Education Office Command Approval

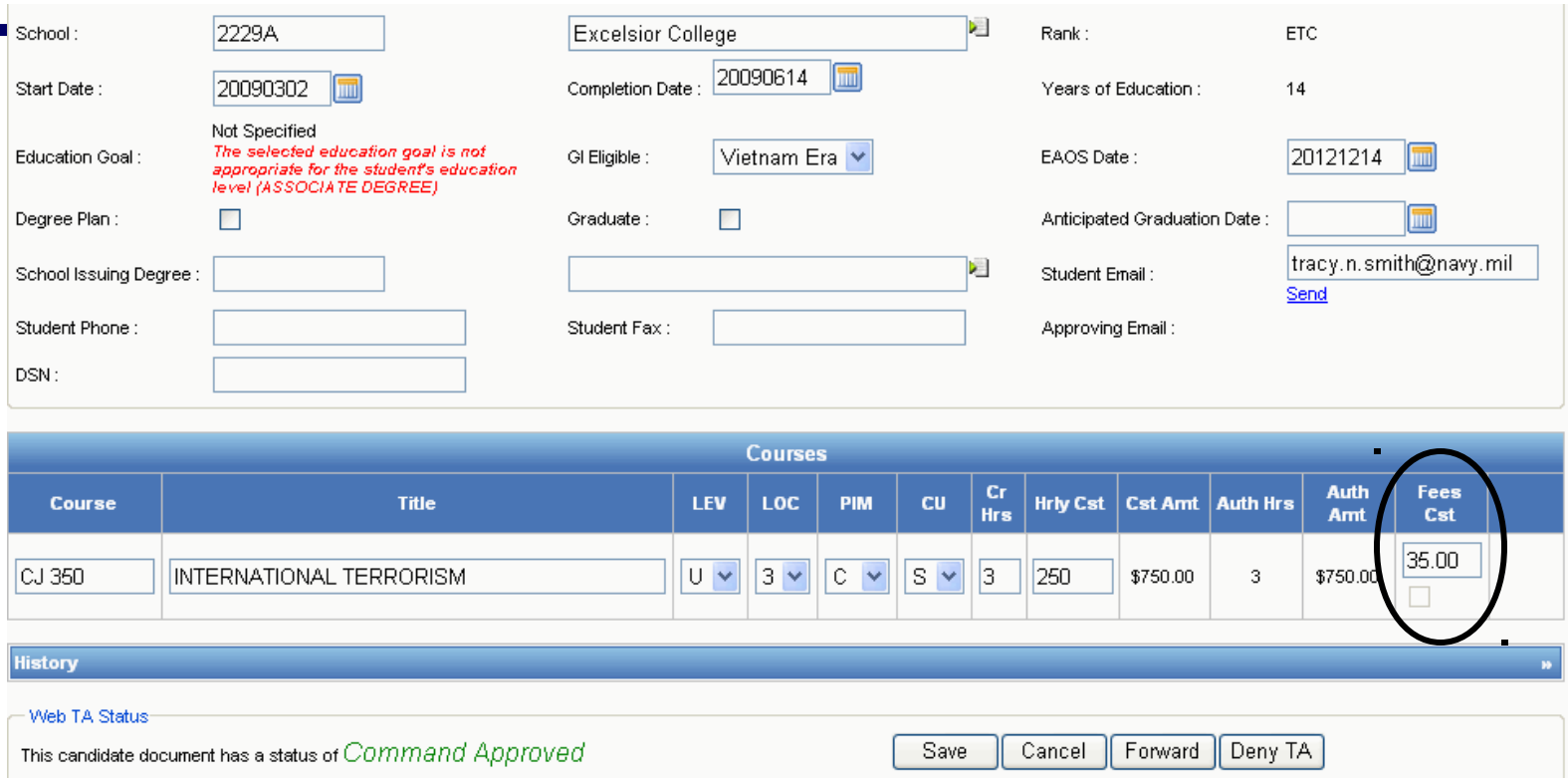


Web TA Candidate Documents

							Apply	Clear
Name	Start Date	School	Reserved By	Reserved On	Education Office	Status		
STEWART, PHILIP	2009-03-02	Excelsior College	GILBERT, SUNSHINE	2009-08-13	WB	Command Approved	View	Reserve
DELTORO, HERMAN	**2009-03-02**	**Excelsior College**	**MCCORMICK, BILL**	**2009-08-14**	**EG**	**Command Approved**	Edit	Unreserve
GREEN, KENNETH	**2009-03-02**	**Excelsior College**	**MCCORMICK, BILL**	**2009-08-14**	**EG**	**Command Approved**	Edit	Unreserve
HELM, WILLIAM	2009-03-02	Excelsior College			EG	Command Approved	Edit	Reserve
GAYTAN, JESUS	**2009-03-02**	**American Military University**	**MCCORMICK, BILL**	**2009-02-17**	**WB**	**Forwarded**	Edit	Unreserve
POUNCY, KENNETH	2009-03-07	Embry Riddle Aeronautical Univ			EG	Submitted for Command Approval	View	Reserve
WILLIAMS, DERRICK	**2009-03-16**	**Park University**	**MCCORMICK, BILL**	**2009-08-14**	**EG**	**Command Approved**	Edit	Unreserve
WILLIS, TIMOTHY	**2009-04-13**	**Univ of Maryland Univ College Far East**	**MCCORMICK, BILL**	**2009-02-17**	**EG**	**Forwarded**	Edit	Unreserve

- Command Approval Status are documents that have been approved by the command
- Select edit to review and edit document

IMPORTANT!!



- You must check the Fee box to included Fee Cost in TA calculation

Education Office Forward

Person Information

SSN :	*****0082	Name :	KENNETH POUNCY	Branch :	USN
School :	1462A	Embry Riddle Aeronautical Univ		Rank :	OS2
Start Date :	2009-03-07	Completion Date :	2009-05-29	Years of Education :	17
Education Goal :	Not Specified	GI Eligible :	MGIB	EAOS Date :	2010-10-09
Degree Plan :	☐	Graduate :	☐	Anticipated Graduation Date :	
School Issuing Degree :				Student Email :	itlsmith@cox.net
Student Phone :		Student Fax :		Approving Email :	
DSN :	9221001 Ext 1240				

Courses

Course	Title	CD	CL	PIM	CU	Cr Hrs	Hrly Cst	Cst Amt	Auth Hrs	Auth Amt	Fees Cst
MGMT 532	PHILOSOPHY, PRINCIPLES, AND PRACTICES IN MANAGEMENT OF QUALITY	G	3	W	S	3.0	400.0	1200.0	3.0	750.0	0.0
MGMT 651	PRODUCTION & PROCUREMENT IN AVIATION AND AEROSPACE INDUSTRIES	G	3	W	S	3.0	400.0	1200.0	3.0	750.0	0.0

History

Web TA Status

This candidate document has a status of *Submitted for Command Approval*

Save | Cancel | Forward | Deny TA

- “Save” changes but not ready to “forward”
- “Cancel” no changes
- “Forward” changes to “Forwarded for Authorization Electronic Signature”
- “Deny TA” student notified by email

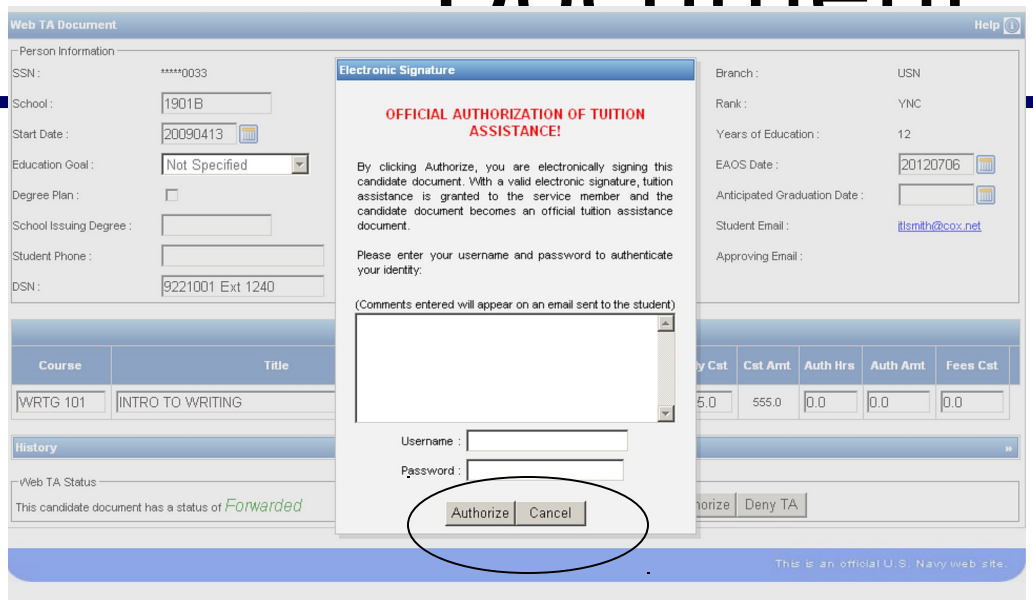
Education Office Forwarded

Web TA Candidate Documents

Name	Start Date	School	Reserved By	Reserved On	Education Office	Status		
							Apply	Clear
STEWART, PHILIP	2009-03-02	Excelsior College	GILBERT, SUNSHINE	2009-08-13	WB	Command Approved	View	Reserve
DELTORO, HERMAN	**2009-03-02**	**Excelsior College**	**MCCORMICK, BILL**	**2009-08-14**	**EG**	**Command Approved**	Edit	Unreserve
GREEN, KENNETH	**2009-03-02**	**Excelsior College**	**MCCORMICK, BILL**	**2009-08-14**	**EG**	**Command Approved**	Edit	Unreserve
HELM, WILLIAM	2009-03-02	Excelsior College			EG	Command Approved	Edit	Reserve
GAYTAN, JESUS	**2009-03-02**	**American Military University**	**MCCORMICK, BILL**	**2009-02-17**	**WB**	**Forwarded**	Edit	Unreserve
POUNCY, KENNETH	2009-03-07	Embry Riddle Aeronautical Univ			EG	Submitted for Command Approval	View	Reserve
WILLIAMS, DERRICK	**2009-03-16**	**Park University**	**MCCORMICK, BILL**	**2009-08-14**	**EG**	**Command Approved**	Edit	Unreserve
WILLIS, TIMOTHY	**2009-04-13**	**Univ of Maryland Univ College Far East**	**MCCORMICK, BILL**	**2009-02-17**	**EG**	**Forwarded**	Edit	Unreserve

- Forwarded documents can only be accessed by users who can sign TA
- “Save” save changes but not ready to “Authorize”
- “Cancel”
- “Authorize” for “Official Authorization of Tuition Assistance”
  - Enter Username and Password and Select Authorize
- “Deny” student notified by email that TA has been denied

Forward Candidate Document



- Selecting “Authorize” changes the candidate document status to “Forwarded for Authorization Electronic Signature”
- Selecting “Cancel” returns request to prior status
- Any comments made in the comment area are seen by students